

WHITPAIN TOWNSHIP  
960 Wentz Road  
Blue Bell, PA 19422  
610-277-2400

## Application for Township Road Occupancy Permit

(Revised 2024)



General Instructions: Any work performed on a Township road over, under, or within the limits of a limited access state highway requires a state permit. Any work performed within the right-of-way of a Township road requires submission of the following:

(1) Copy of this application filled out with all relevant information pertaining to the work.

(1) Copy of a Certificate of Insurance for Worker's Compensation.

Whitpain Township should be listed as an additional insured on the Certificate.

(1) Copy of a sketch plan showing work location detailing existing conditions and proposed work.

-The Township may require the submission of a plan prepared by a licensed professional Engineer depending on the type of work.

-If a Traffic Control Plan is required that should be included as well with the sketch.

-Any staging and stockpile areas should be shown on a plan. These must be placed in areas that are not in conflict with sight distance or safety concerns. (Construction equipment and materials)

The prescribed permit fee shall accompany the completed application and a sketch of the proposed work. Should the work change during the project, immediate notification must be made to the Township to communicate any changes where additional fees may be charged. Once the permit is issued, notification must be made a minimum of five (5) days prior to anticipated work to the Township.

All work is to comply with Township standards. Details available upon request.

Notification to the Township Engineer must be made at least 24 hours in advance of any commencement of any phase of the construction operation. Contact Engineering Department to schedule inspections for the work 610-277-2400. Inspections must be scheduled at least 72 hours in advance. Once the work meets Whitpain Township satisfaction, posted permit escrow funds will be returned.

No lane restrictions or lane closures may occur without prior written notification to the Township Engineer's office. All documentation related to the lane restriction or lane closure must be reviewed and approved by the Township Engineer's office prior to the anticipated start of work. The approved Township Roadway Occupancy Permit must include any relevant information (including but not limited to plans and details) regarding lane restrictions or travel lane closures of Township streets.

### **PERMIT VOID: if work is not started within six (6) months.**

The undersigned hereby makes Application for a Township Road Occupancy Permit.

Printed Name of Applicant:

Signature of Authorized Representative (or Applicant)

Under and subject to all the conditions, restrictions and regulations prescribed by the Township and on the general provisions and specifications, a true copy whereof is attached and made a part hereof, with the same force and effect as if written or printed herein and under the subject to the special conditions, restrictions and regulations hereinafter set forth.

#### **Escrow amount assessed as follows:**

##### **1) Surface openings for driveways/driveway aprons/curbing/sidewalks:**

Escrow fee of \$15.00 per linear foot with a minimum escrow of \$200.00

##### **2) Surface openings for trenching/roadway disturbance:**

Escrow fee of \$15.00 per linear foot with a minimum escrow of \$200.00

##### **3) Utility pole removal/relocation/installation:**

Escrow fee of \$10.00 per pole with a minimum escrow of \$100.00

### **\*\*THE FEE SHALL BE PAID BY CHECK OR MONEY ORDER AND SHALL BE MADE PAYABLE TO WHITPAIN TOWNSHIP.**

Permit Fees: \$ \_\_\_\_\_

This section to be completed by Township staff.

Township Inspection Fee: \$ \_\_\_\_\_

Application #: \_\_\_\_\_ - \_\_\_\_\_

Township Escrow: \$ \_\_\_\_\_

Fee Received \$: \_\_\_\_\_ . \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Application for Township Road Occupancy Permit

(Revised 2024)



Application Date: _____ / _____ / _____	Employer ID #: _____	
Applicant's Name: _____	Contractor's Name: _____	
Applicant's Phone #: _____	Contractor's Phone #: _____	
Applicant's Email: _____	Contractor's Email: _____	
Work Location: _____	Company Address: _____	
Restoration Work Contact Person: _____	Construction Company Name: _____	
24 Hour Phone #: _____	(If using Subcontractors, their information must also be provided.)	
Approximate Work Start Date: _____ / _____ / _____	Approximate Work Completion Date: _____ / _____ / _____	
Description of work:		

**Type of Work:** (Check the box that applies to the work and write on the lines the dimensions of the proposed work area.)

<input type="checkbox"/> Driveway and/or Apron: Driveway depressed curb apron length along road _____ ft. (Expansion requires Driveway Modification form)	<input type="checkbox"/> Temporary Construction Entrance
<input type="checkbox"/> Curb: _____ ft. (Extent of work along road.)	<input type="checkbox"/> Other _____
<input type="checkbox"/> Sidewalk: _____ Square Feet (dimension of sidewalk _____ length x _____ width)	
<input type="checkbox"/> Utility (gas, electric, sewer, water, etc.): Pipelines & Conduits: The improved surface of the road	_____ Number of openings.
_____ WILL or _____ WILL NOT be opened.	Approximate area of opening in improved surface: _____ sq. ft. Approximate area of openings on unimproved part: _____ sq. ft. Length of trench along road: _____ feet. Depth of trench below surface: _____ inches.
<input type="checkbox"/> Poles & Towers: _____ # of poles to be erected. Nearest distance from center of road to structure: _____ ft	General: The road surface is improved to a width of _____ ft Distance from center line of roadway to gutter or ditch: _____ ft Distance from center line of road to right-of-way line: _____ ft

**Traffic Control:** (Indicate yes or no and mark the corresponding boxes below to indicate which is necessary for the permit work. If both are needed, mark both boxes and follow the details written below about the submission process.)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are there any Lane Restrictions or Road Closures that need to occur for this permit work? (If the answer is No, the rest of this section may be skipped.)
		Are there any lane restrictions? TRAFFIC CONTROL FIGURE (PATA): _____
<p>No lane restrictions or lane closures may occur without prior written notification to the Township Engineer's office. All documentation related to the lane restriction or lane closure must be reviewed and approved by the Township Engineer's office at least five (5) days prior to the anticipated start of work.</p> <p>Any lane restriction shall include submission of required details in compliance with PennDOT Publication 213 regulations. The approved Township Roadway Occupancy Permit must include any relevant information (including but not limited to plans and details) regarding lane restrictions or travel lane closures of Township streets. Notification must be made a minimum of five (5) days prior to anticipated start of work.</p>		
<p>Are there any road closures?</p> <p>No road closure may occur without prior written notification to the Township Engineer's office. A formal letter with a detour plan shall be submitted to the Township requesting a closure at least fourteen (14) days in advance. Concurrence letters from the appropriate agencies must be obtained. The closure will need to be reviewed and approved by the Township prior to the anticipated start of work.</p>		



Whitpain Township  
960 Wentz Road  
Blue Bell, PA 19426  
610.277.2400  
whitpaintownship.org

## Engineering Department

### Workers Compensation Insurance Coverage Affidavit

**The Person(s) who will be performing the work is (please check one only):**

**A Contractor.** An insurance certificate indicating workers compensation insurance coverage and Whitpain Township as the certificate holder is required before your permit can be issued. Your insurance provider may fax the certificate to 610-277-2209, then forward the original by mail to expedite the permitting process. It is the contractor's obligation to obtain insurance certificates and affidavit documentation from all subcontractors.

**The Property Owner – Not a Contractor.** Your permit will be issued indicating that you may not hire others to perform work associated with the building permit unless the workers compensation insurance certificate and/or affidavit documents are obtained.

**A Contractor with No Employees.** Your permit will be issued indicating that you may not hire others to perform work associated with the permit unless the workers compensation insurance certificate and/or affidavit documents are obtained.

**Claiming a Religious Exemption to the Insurance Requirement.** Your permit will be issued indicating that you may not hire others to perform work associated with the permit unless the workers compensation insurance certificate and/or affidavit documents are obtained.

**Insurance Information:**

**Name of Property Owner/Contractor**

**(Person(s) that will be performing the work) (Please Print):** \_\_\_\_\_

**Federal Employer Tax ID Number:** \_\_\_\_\_

**Workers Compensation Insurance Provider:** \_\_\_\_\_

**Insurance Policy #:** \_\_\_\_\_

**Policy Expiration Date:** \_\_\_\_\_

Subscribed and sworn before me this  
\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public  
My commission expires \_\_\_\_\_

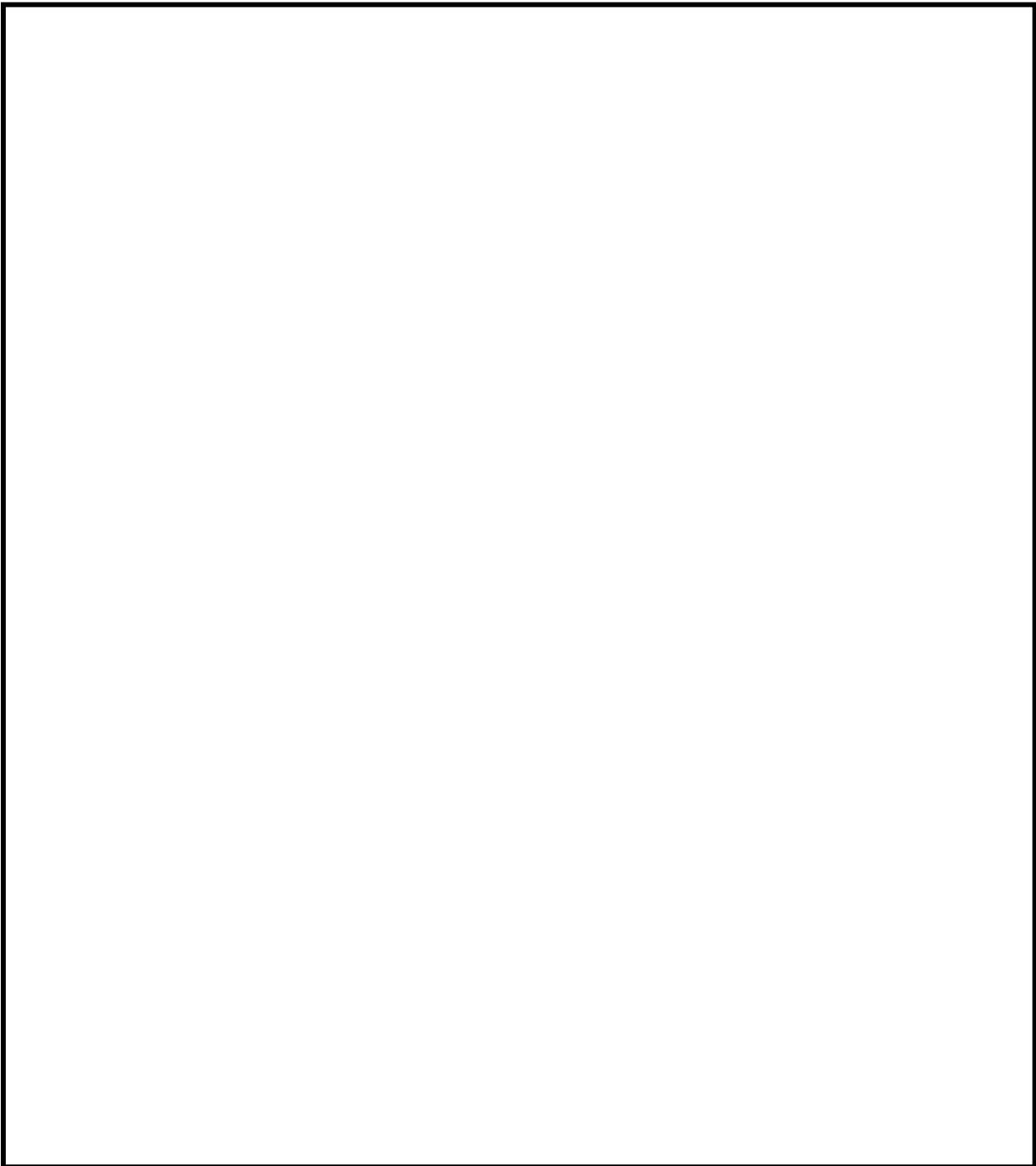
I understand that compliance with Act 44, The Pennsylvania Workers Compensation Insurance Reform Law, is a condition of my permit. I understand I have the obligation to provide written notification to the township of any changes in my insurance status. I understand that state law requires the municipality to issue a stop work order if the insurance documentation requirements of Act 44 are not maintained, or if uninsured and/or undocumented workers are at work on any project associated with an engineering permit.

**Signature (Required):** \_\_\_\_\_

*Un-notarized affidavits will be notarized by the township and signed in the presence of the notary when dropped off.  
A \$2.00 notary fee will be added to the permit fee and collected at the time the permit is issued.*

## **Sketch of Proposed Work Area**

– Please provide a sketch plan showing the work location detailing existing conditions and proposed work. You may use the space below or submit another drawing that has it clearly defined.





## WHITPAIN TOWNSHIP

960 Wentz Road  
Blue Bell, Pennsylvania 19422  
Telephone (610)-277-2400 | Fax (610) 277-2209

### DRIVEWAY MODIFICATION FORM

Property Owner: \_\_\_\_\_

Project Location: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Company: \_\_\_\_\_

Contractor Phone #: \_\_\_\_\_

Contractor Email: \_\_\_\_\_

Contractor Company Address: \_\_\_\_\_  
\_\_\_\_\_

Description of Work: \_\_\_\_\_  
\_\_\_\_\_

New Impervious Area (SF): \_\_\_\_\_

(Note: New impervious area is the amount of the area of new pavement/gravel to be installed upon unimproved land – i.e., areas of grass, landscaping, soil, etc. measured in square feet)

**A SKETCH OF THE PROPOSED DRIVEWAY MODIFICATION MUST BE  
SUBMITTED WITH THIS FORM.**

Signature of Applicant  
(or Authorized Agent) \_\_\_\_\_ Date: \_\_\_\_\_

Mail or hand deliver application to:

Whitpain Township  
Engineering Department  
960 Wentz Road  
Blue Bell, PA 19422